Academic Review Protocol
For Mathematics Targeted Review

This is the protocol for a mathematics targeted review. The review will be headed by a team leader who has mathematics credentials as selected by the Office of School Improvement. The team leader will work with the division mathematics supervisor/specialist in reviewing the school. If the division does not have a mathematics supervisor/specialist, then a central office designee will participate in the review.

The Academic Review Coordinator (ARC) will:
1. Contact the superintendent to discuss the review. Inform the superintendent who will be the team leader and request the name of the division designee who will be a part of the team.
2. Contact the team leader to inform him/her of the division designee who will be a team member and the names of all other team members with contact information.
3. When the team leader has set the date for the review, the ARC or team leader will contact the superintendent and the principal with the date of the review and the team members involved.

The team leader will:
1. Contact the local division designee team member to review the date and details of the upcoming review.
2. Contact the principal to confirm the date and time of the visit.
3. Request a work room with computer and internet capability for the use of the team.
4. Request the school culture self-study to be completed by the entire staff and tabulated.
5. Request the instructional practices self-study be completed by mathematics teachers, only, and tabulated.
6. Request that copies of the following documents be available in the team workroom for the review:

   a. School Improvement Plan
   b. Division curriculum guide for mathematics
   c. Mathematics textbooks and any alignment materials developed by the division
   d. Pacing guides and frameworks for all mathematics instruction
   e. Sample lesson plans for all mathematics classes at each grade level
   f. Sample quiz and test materials from all mathematics classes at each grade level
   g. ARDT and/or benchmark data for 3 years
   h. Summary of teachers' credentials and expertise in mathematics
   i. SOL results in mathematics for 3 years
   j. Analysis of the patterns found in the SPBQ data for mathematics tests

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The team (team leader and local designee) will:

1. Interview the following personnel:
    a. Principal
    b. Mathematics teachers, by grade level

2. Observe all mathematics classes, including the Special Education classes, using the Mathematics Observation Rubric.

3. Write the final report:
    a. Utilize the WIRELESS reporting format to record all data.
    b. Include the appropriate Essential Actions from the Academic Review Handbook.
    c. Be sure to establish a few main goals with suggested objectives and strategies.

4. Review with the principal and central office representative:
    a. A summary of the data, including strengths and areas needing improvement.
    b. The recommended goals, objectives, and strategies.
    c. Set a date for a return visit with what the expectations are upon return.

5. Complete the report:
    a. Make the final edits and send to the Academic Review Coordinator (ARC) electronically.
    b. The ARC will review and send the final copy to the principal, division, the Office of School Improvement, and the team.

6. Follow-Up:
    a. Follow-up visits can be done by the team leader and/or the local designee, depending on the school's needs. The team leader is responsible for keeping in contact with the school and the local designee to be sure follow-up is completed and effective.
    b. The team leader can return to the school according to OSI assigned follow-up days.
    c. The team needs to be sure to review the goals established in the review with the principal prior to each follow-up visit to establish a focus for the follow-up.
    d. The team leader should write a summary of each follow-up visit as a word document and send it to the ARC who will review the report and then send to OSI, the principal, the division, and the team.
    e. If further technical assistance is needed (training, more days, etc.), the team leader needs to contact the ARC and OSI.